



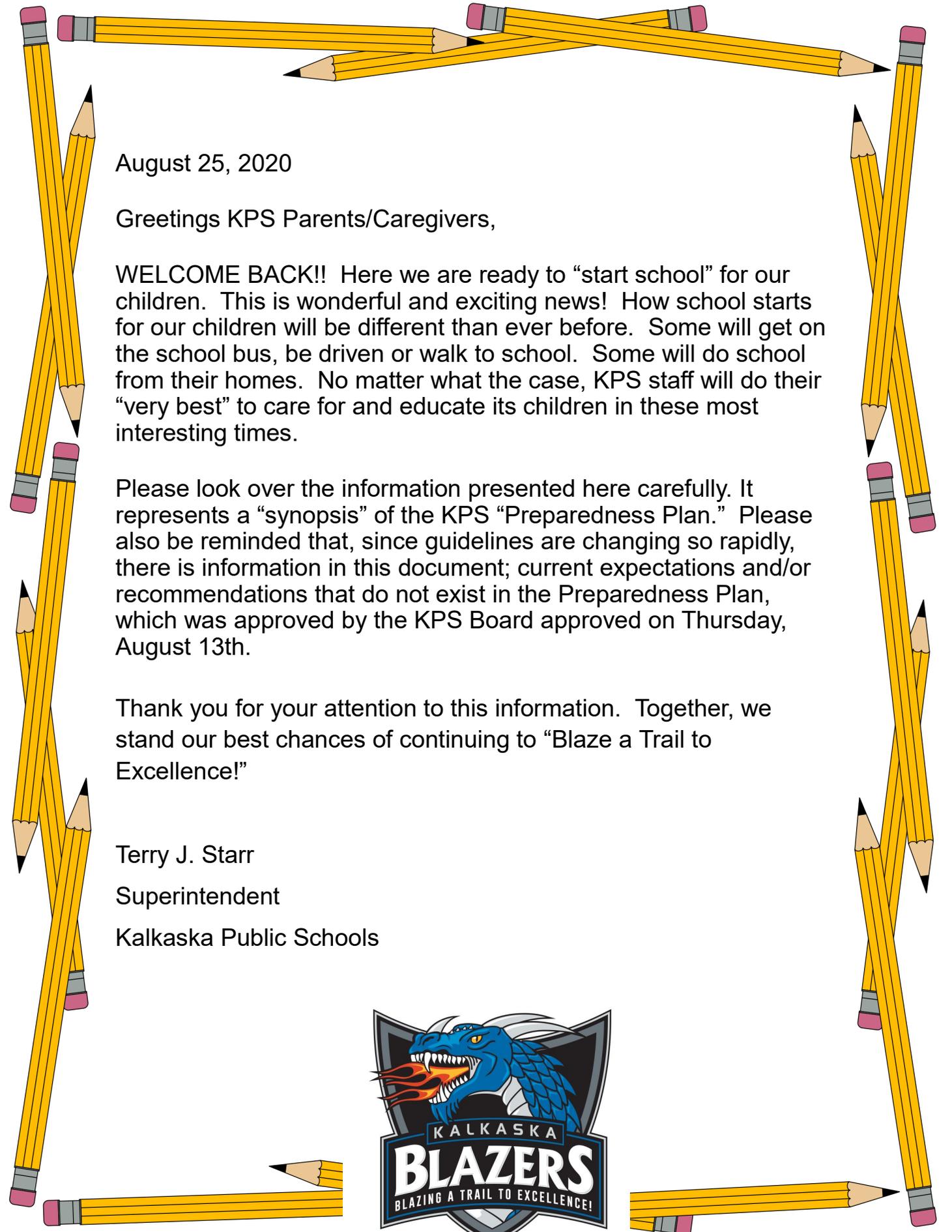
KALKASKA PUBLIC SCHOOLS

BLAZING A TRAIL TO EXCELLENCE

**WELCOME BACK  
TO SCHOOL!**

**Preparedness  
Plan**

**2020-2021**

A decorative border of yellow pencils with pink erasers and sharpened tips, arranged in a rectangular frame around the text.

August 25, 2020

Greetings KPS Parents/Caregivers,

**WELCOME BACK!!** Here we are ready to “start school” for our children. This is wonderful and exciting news! How school starts for our children will be different than ever before. Some will get on the school bus, be driven or walk to school. Some will do school from their homes. No matter what the case, KPS staff will do their “very best” to care for and educate its children in these most interesting times.

Please look over the information presented here carefully. It represents a “synopsis” of the KPS “Preparedness Plan.” Please also be reminded that, since guidelines are changing so rapidly, there is information in this document; current expectations and/or recommendations that do not exist in the Preparedness Plan, which was approved by the KPS Board approved on Thursday, August 13th.

Thank you for your attention to this information. Together, we stand our best chances of continuing to “Blaze a Trail to Excellence!”

Terry J. Starr  
Superintendent  
Kalkaska Public Schools



# Instruction

## If we are in Phase 1, 2, or 3 of the MI Safe Start Plan

### Students with internet access

- Instruction will be provided virtually.
- Devices will be provided for students in grades 3-12, if needed.
- Devices for pre-school through 2nd grade will be provided, if needed and if available.

### Students without internet access

- Instruction will be provided by paper packets and phone conferences, if needed.
- Instructional packets will be disbursed during meal distribution or can be mailed or delivered.

- All students will have access to grade-level/course textbooks/resources as needed to complete their work.
- Teachers will communicate with students/parents weekly.
- All students will be assessed on prerequisite and grade level skills to provide appropriate instruction and award credit.
- Assignments will be graded and feedback will be provided in a timely manner.
- Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up.
- The district will do everything it can to meet student/family needs and allow for full participation.

## If we are in Phase 4 or 5 of the MI Safe Start Plan

- Distance learning, listed above, will be available for families that prefer this option. A one semester commitment is required.
- Face to face instruction will be provided, with the following safety protocols in place.

# Safety Protocols at School

## Face Coverings

### Face Covering Requirements

- Staff is required to wear face coverings at all times.
- All students are required to wear face coverings during transportation, in hallways and in common areas.
- Students in grades 4\*-12 are required to wear masks in classrooms.
- Students in preschool through 3rd grade are required to wear masks when comingling with students outside their classroom.

\*Rapid City Elementary may be an exception to this.

### Acceptable Face Coverings

- Must cover nose and mouth at all times
- Must fit tightly at top and bottom
- Must be clean with no holes or in disrepair
- Must adhere to dress code with regard to design/emblem
- Can be homemade or disposable level-one (basic) grade surgical mask



### Exemption

Students or staff that are unable to wear face coverings due to a medical exemptions are required to meet with the KPS Health Safety Team to provide rationale and documentation.

### Unacceptable Face Coverings

- Bandanas
- Neck gaiters
- Masks with vents

- Students and staff will be provided with one fabric face covering.
- Reusable (fabric) face coverings must be washed daily.
- Disposable face coverings must be disposed of daily.

### Non-compliance

1st time: Student will be asked to put on a mask and one will be provided, if necessary.

2nd time: Student will be referred to the quarantine area for a safety violation.

3rd time: Student will be removed from school and enrolled in our remote learning program.

## Cleaning

- In addition to routine cleaning, custodial staff will clean frequently touched surfaces (door knobs, light switches, benches, bathrooms, etc.) every 3-4 hours.
- Students desks will be wiped down with an approved cleaner after each class.
- Shared school supplies will be limited and sanitized between classes.

# Safety Protocols at School

## Hygiene



### Staff will teach and reinforce:

- Handwashing with soap and water for at least 20 seconds.
- Safe use of hand sanitizer
- How to cough and sneeze into their elbows
- How to cover and cough or sneeze with a tissue and dispose of it.



## Athletics

KPS will comply with all guidance published by the Michigan High School Athletic Association and the National Federation of State High School Associations.

### Sports

Football will be postponed until Spring.  
All other sports are playing

### Spectators

- Will be required to wear face coverings.
- Will adhere to social distancing requirements, currently 6 feet.

### Athletes

- Proper hand hygiene will be used before and after every practice, event, or gathering.
- Athlete's temperatures will be taken and recorded before every practice and competition.
- All equipment will be disinfected before, during, and after use.
- All athletes will be required to use district provided transportation to all away competitions.
- There will be no handshakes, fist bumps, or unnecessary physical contact.
- Social distancing must be maintained for all indoor and outdoor physical conditioning.

## Gatherings and Extracurricular Activities

- No indoor school assemblies will be held in any of our buildings.
- Elementary classrooms will not co-mingle on the playgrounds or cafeterias.
- All field trips are suspended. This will be reviewed as we move through each phase.
- All extracurricular activities will require face coverings.
- School dances and events over 50 students will not be held.
- All social distancing requirements will be adhered to, so events will be outside or in large ventilated areas.

# Safety Protocols at School

## Transportation



- Hand sanitizer will be available on the bus and students will be required to use it before entering the bus.
- Everyone on the bus must wear a mask. (Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case by case basis with local public health officials.)
- Buses will be disinfected before and after every route. (Children must not be present when a vehicle is being cleaned.)
- If a student becomes sick during the day, they will NOT use group transportation to return home.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to the it air out.
- Weather permitting, windows will be kept open to help reduce the spread of the virus by increasing air circulation.
- On buses with specialized transportation equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus.

## Food Service

Only students eating breakfast will be allowed in the cafeteria.

### Birch Street Elementary School and Cherry Street Intermediate School

**Breakfast:** Students will practice social distancing in the cafeteria and then put on masks to go outside before school.

**Lunch:** Students will be served lunch in their classrooms unless the cafeteria can be utilized with social distancing.

### Kalkaska Middle School

**Breakfast:** Students will practice social distancing in the cafeteria.

**Lunch:** Students will pick up lunch in the cafeteria or gym lobby and will be allowed to eat in the gym lobby, memorial garden, hallways, designated classrooms, or cafeteria.

### Rapid City Elementary School

Students will use the cafeteria for breakfast and lunch.



### Kalkaska High School

**Breakfast:** Students will practice social distancing in the cafeteria.

**Lunch:** Students will pick up lunch in the cafeteria or multipurpose room. Students can choose to eat lunch in the cafeteria, multi-purpose room, hallways, or in the courtyard, weather permitting.

All students will practice social distancing at breakfast and lunch times.

# Safety Protocols at School

## Health Screening at Home

### Please check for the following Covid-19 symptoms:



- Temperature 100.4°F or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline.
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with fever

If your child is experiencing any of these symptoms, please keep them home from school and contact the child's primary care provider or the Teen Health Corner at 231-258-7791.

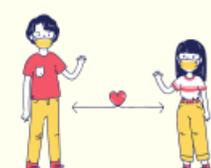
## If a student becomes sick at school

### If a student is experiencing any of the Covid-19 symptoms:

1. They will be placed in a designated quarantine room with a staff member to monitor them, recording activity every 5 minutes, until a parent/guardian can pick them up.
2. Parent contact will be made with directions on where and how to pick up the student and where to report for Covid-19 testing.
3. A staff member will contact the family daily until test results are provided and verified before a student can return to school.
4. The health department will be contacted to assist in contact tracing and notification of vulnerable individuals.

5. Close contacts will need to quarantine for 14 days.

## Who might be a close contact?

 <p><b>CLASSMATES</b> Classmates sitting or often within 6 feet of someone with COVID-19, either in the classroom or on the bus, for 15+ minutes.</p>	 <p><b>LUNCH MATES</b> Lunch mates of person with COVID-19 if sitting within 6 feet for 15+ minutes. This is a higher risk time as face coverings cannot be worn.</p>	 <p><b>PLAY MATES</b> Playmates on the playground or in gym within 6 feet of someone with COVID-19 for 15+ minutes.</p>
 <p><b>TEAMMATES</b> Sports teammates within 6 feet of someone with COVID-19 for 15+ minutes.</p>	 <p><b>OPPOSING TEAMMATES</b> Opposing teammates in sporting events that shared time on the field or court and were within 6 feet of someone with COVID-19 for 15+ minutes.</p>	 <p><b>OTHER CLASSMATES</b> Any others that had interactions with someone with COVID-19 lasting over 15 minutes in confined areas such as bathrooms, office room, where distancing of 6 feet is difficult.</p>
 <p><b>ENTIRE CLASSROOMS</b> If the contagious individual is a teacher and was frequently less than 6 feet away from students while teaching, the entire class may need to be on quarantine.</p>	 <p>Public health authorities may determine that distances beyond 6 feet or less than 15 minutes can still result in high-risk exposures based on other considerations and circumstances in each particular case.</p>	 <p><b>OTHERS</b> Any other person outside of school that had similar exposure to a contagious individual is considered a close contact.</p>

## Possible Scenarios

### **Scenario 1. A student within the school tests positive for Covid-19.**

The student and all household members are excluded from school until

- 24 hours without a fever (without the use of a fever-reducing medication); and
- Symptoms have improved; and
- 10 days have passed since symptoms first appeared.

Close contacts are excluded from school for 14 days after their last contact.

### **Scenario 3. A student within the school is symptomatic and no testing for Covid-19 is done.**

If the student has been in close contact with someone with Covid-19 or someone being quarantined for Covid-19 or has had travel history, they should be excluded from school until

- 24 hours without a fever (without the use of a fever-reducing medication); and
- Symptoms have improved; and
- 10 days have passed since symptoms first appeared.

If the student has no history of exposure to Covid-19, the student may return to school based on guidance from their physician.

Close contacts (household members, students, and staff) do not need to be excluded from school.

### **Scenario 2. A student within the school is symptomatic and the lab results for Covid-19 are pending.**

The student and all household members are excluded from school until the test result is available.

- If the test result is positive, student will be excluded from school. See Scenario 1.
- If the test result is negative and

\*The student has been in close contact to someone with Covid-19, they must finish their quarantine.

\*The student has no known exposure to Covid-19, the student may return to school based on guidance from their physician.

Close contacts with no history of Covid-19 exposure, including household members, students and staff, should be monitored for symptoms. They do not need to be excluded from school.

### **Scenario 4. A student within the school is a close contact to a confirmed Covid-19 case.**

The student must quarantine for 14 days from the last date of close contact.

Household members, other students, and staff who are close contacts to the quarantined student do not need to be excluded from school.



# Kalkaska Public Schools

## *Revised Quarantine Guidelines*

*Revised: 3-3-2021*

### Quarantine Recommendations:

- Stay home for 14 days after the last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

CDC and other scientists have explored changing the current recommendation to quarantine for 14 days after last exposure. Based on the most up to date science, the following can now be considered as an option:

Individuals can shorten their quarantine to 10 days after their last contact with a person who has COVID-19 **ONLY IF**:

- They do not develop any symptoms or signs of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure; and,
- Daily symptom monitoring continues through day 14 after the last exposure.

If there is any concern about whether or not they will follow these instructions, they should follow the standard 14-day quarantine. We do not recommend ending quarantine sooner than 10 days. With or without testing, up to 1 in 10 people released from quarantine at 7 days will spread COVID-19 to others even if they tested negative for COVID-19. For more information, see <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html> (District Health Department #10 - 521 Cobb Street - Cadillac, MI 49601, Dec. 8, 2020)